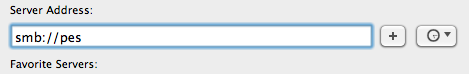
**MAC –USING YOUR SCHOOL SERVER**



**Enter your school acronym:**

Oakland- oes West Creek- wces

Norman Smith- nses Burt- burt

Moore- mes Sango- ses

Byrns Darden- bdes East Montgomery- emes

Hazelwood-hes Liberty-les

|  |  |
| --- | --- |
|  | **DIRECTIONS FOR LOGIN FOR THE SERVER** |
| 1. Log onto the server:   -Click on your desktop  -Go to GO  -Connect to Server  -smb://**pes**/  \****(use your school acronym)***  -**Click Connect**  *\*Note that to see the Teacher’s Share and other areas of the server not accessible to students we are leaving off the Users part of the server address.* |  |
| 1. Enter your login information. You will see one of the two screens to the right. Pick the login method that matches what you see.   **USER NAME:**  **CMCSS\donna.baker**  **PASSWORD:**  **Your email Password** | Screen shot 2011-08-03 at 8 |
| 3. Once logged in you will see a list of index folders that can be utilized as storage for teachers and students in your building. |  |
| 4. One folder to note is the **TEACHERS ONLY SHARE** folder that is only accessible to teachers for sharing materials. | Screen shot 2011-08-03 at 7 |

\*To copy a document or folder, click it once and hit Command/C OR right click (control/click on a Mac) and choose COPY ITEM. Finally, click on the server folder and Paste Command/V OR right click (control/click) and choose PASTE ITEM. These servers do not work well with dragging folders to the server.